CANDIDATE NOMINATION BOOKLET – COLLECTING SIGNATURES ON A TABLET

Mandatory nomination forms, including signature fields, have been made "form fillable". This means you can complete these forms on your computer and/or tablet by entering information into the form's displayed fields. You can then print the completed forms and submit them with all of the required nomination documentation to Elections BC. For a full listing of all required nomination documents see page 1 of the Nomination Booklet.

The steps outlined below are intended to be a helpful guideline when navigating the collection of signatures and completion of nominations documents on a desktop and tablet device. It is assumed that the steps provided will work for other devices. Elections BC has tested the collection of signatures on a tablet using Adobe Acrobat Reader. Adobe Acrobat Reader is a free application available for Windows, iOS, Android and Windows Phone. Elections BC is not an administrator of Acrobat Reader and cannot provide technical assistance for this program. For more information about Adobe products please visit: http://www.adobe.com.

1. For convenience, we recommend entering information into the Nomination Booklet's fillable fields, with the exception of the signature fields, using a device with a keyboard (e.g. a computer).

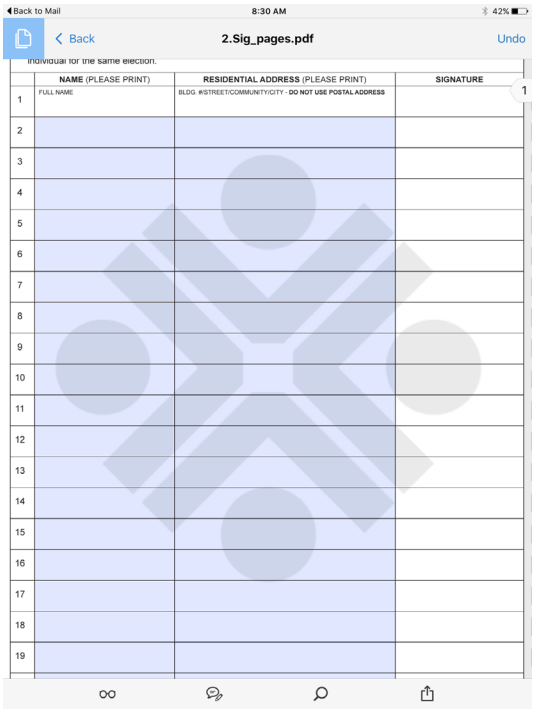
2. Save the Nomination Booklet and copy it to your tablet. How you copy the file will be dependent on your specific device (e.g. attach the booklet in an email and open a copy on your tablet).

3. Open the Nomination Booklet in Adobe Acrobat Reader on your tablet.

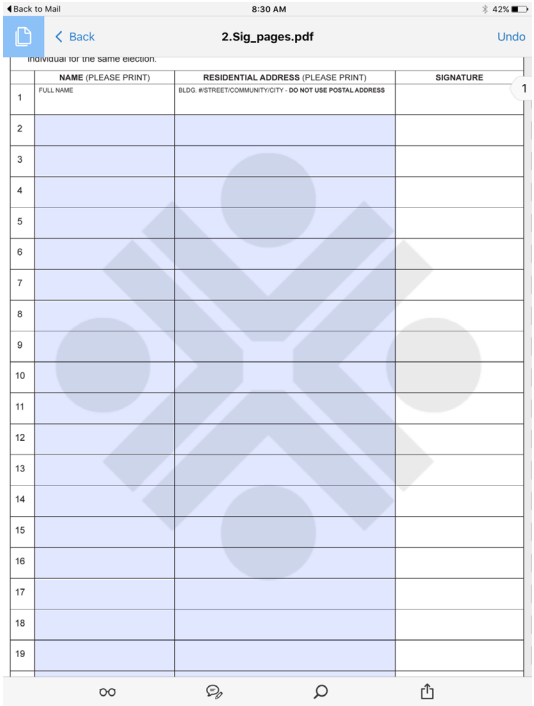
4. Confirm any data you have already entered is in the Nomination Booklet.

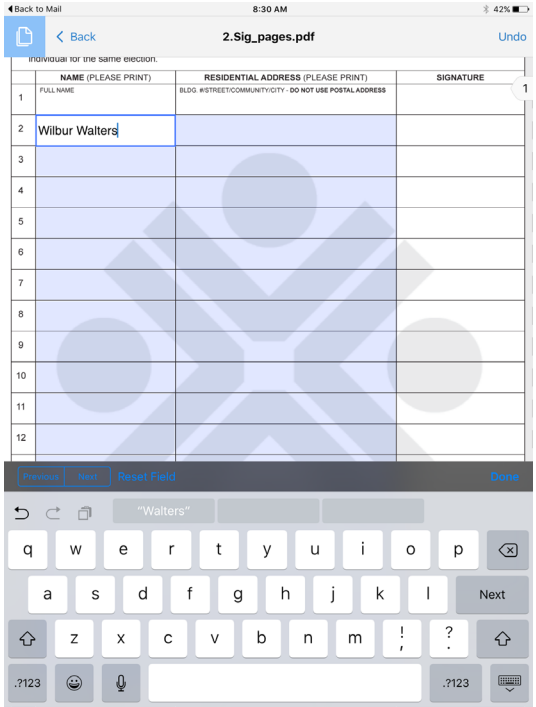
5. For pages 11 – 19 (signature collection pages) do the following:

6. Blank Page:

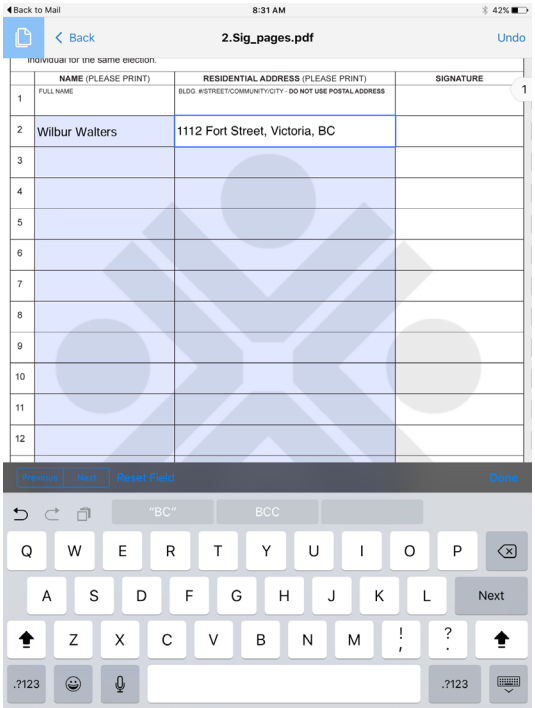


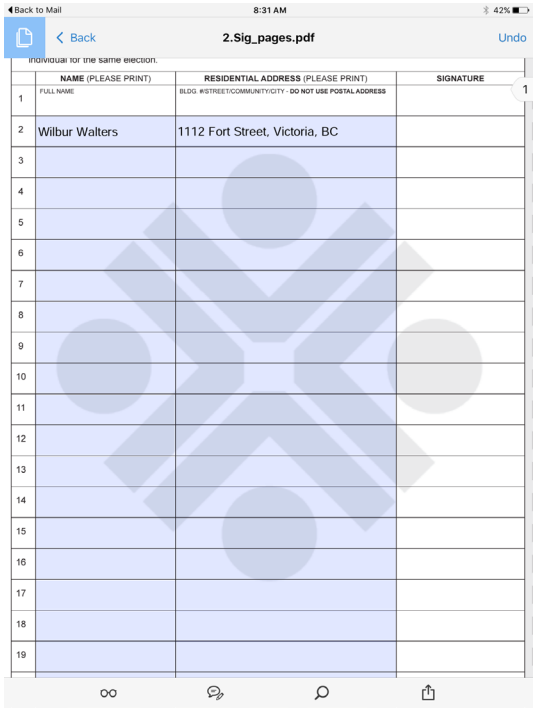
7. Tap in the form-fillable NAME field and use the on-screen keyboard to enter the information:



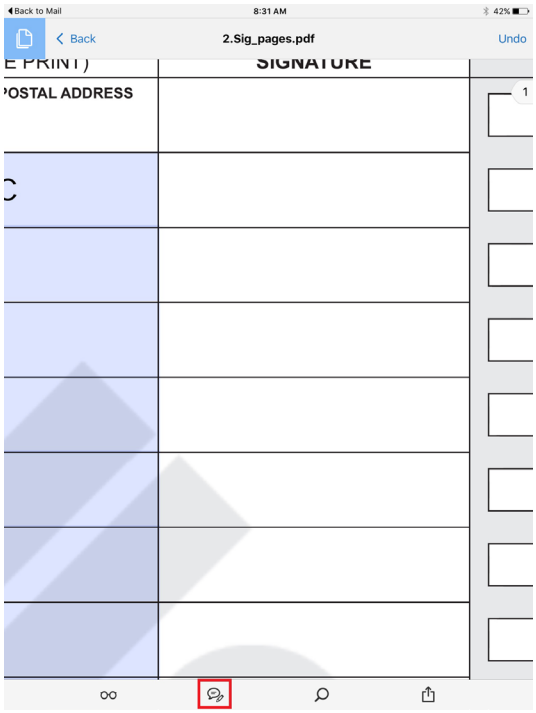


8. Repeat for the RESIDENTIAL ADDRESS field:

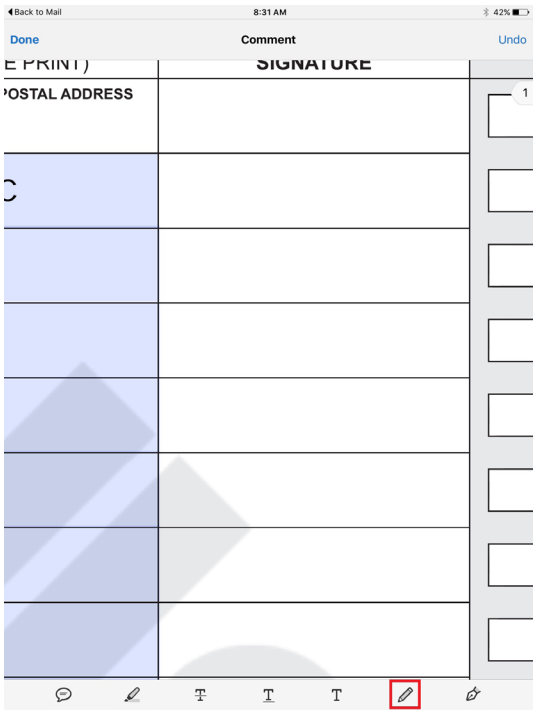




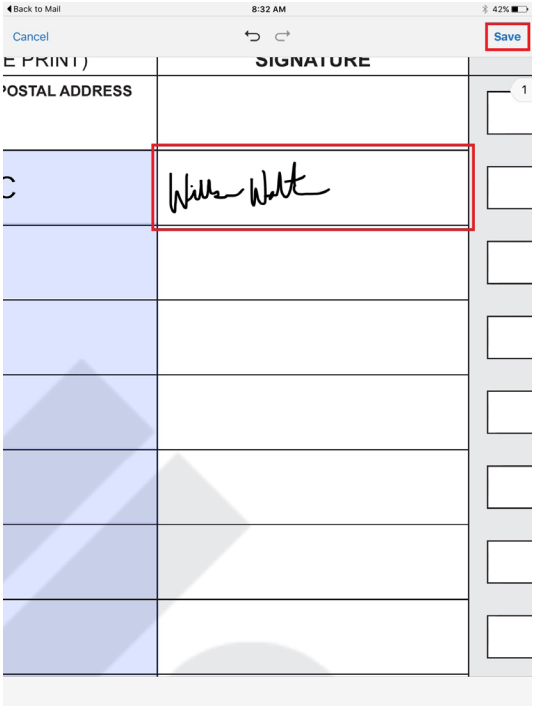
9. Zoom in on the tablet screen so the SIGNATURE field is large enough to write in. Tap the comment button at the bottom of the screen:

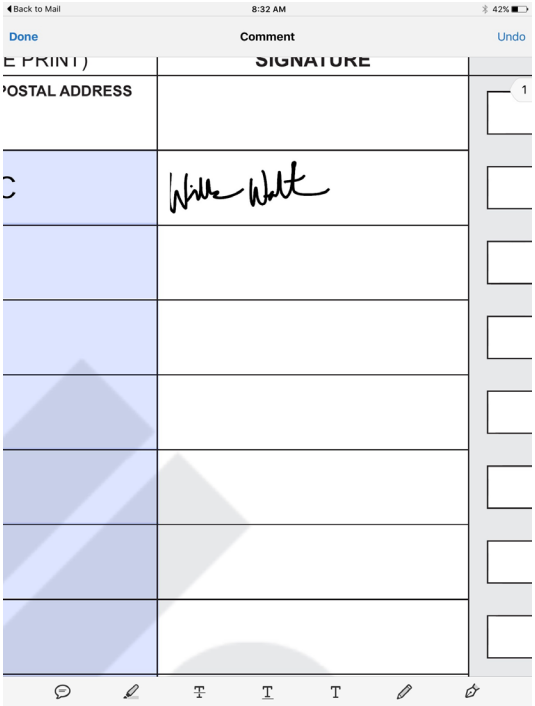


10. Tap the Pencil tool at the bottom of the screen:

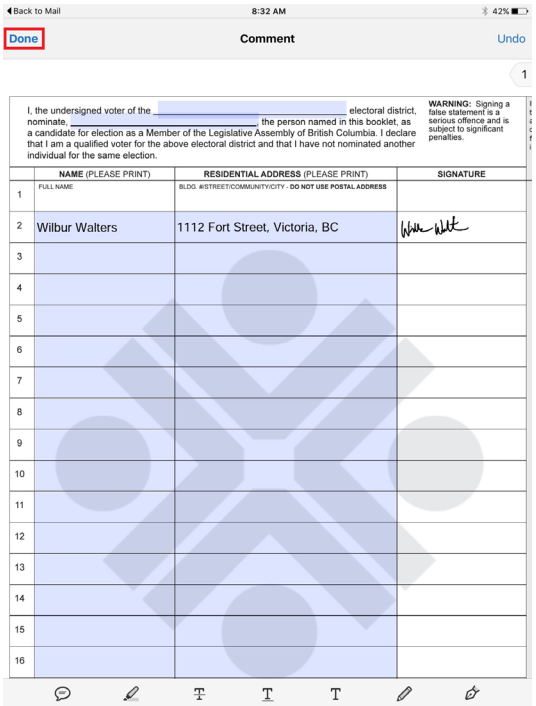


11. Write the signature directly on the tablet screen. After the signature is complete tap Save.

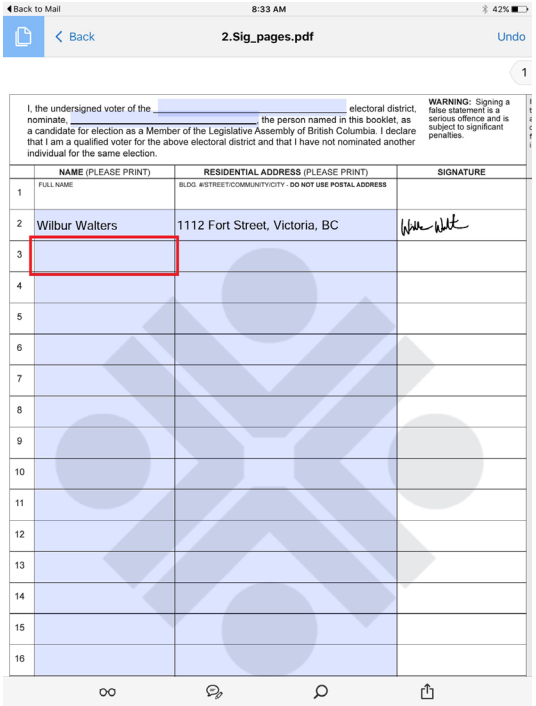


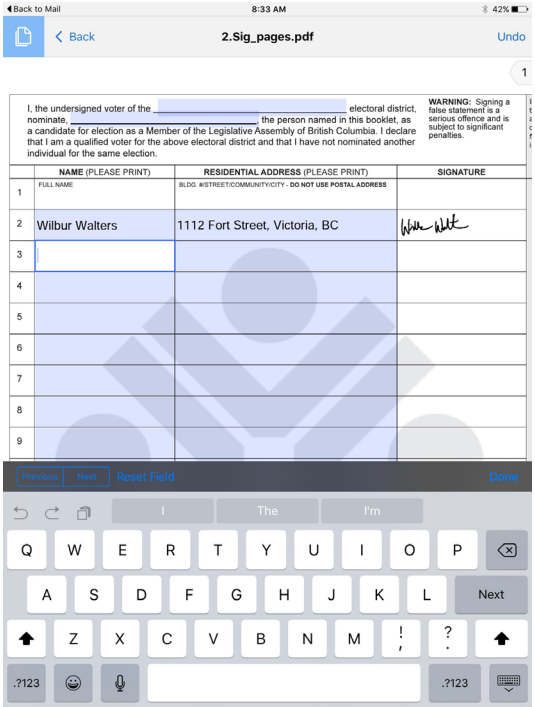


12. Zoom out and confirm the signature is in the box next to the correct name and address. If it's not tap Undo at the top right of the screen and repeat steps 10 and 11 to collect the signature. Once the signature is correct tap Done at the top left of the screen to leave comment mode.



13. Tap in the next Name field to continue collecting names/addresses/signatures:





ADDITIONAL TROUBLESHOOTING NOTES:

- To prevent the loss of data, we recommend that you become familiar with file saving and storage options on your device before collecting nominator signatures.
- You must always enter/exit comment mode to switch between typing in the form-fillable sections and writing on the tablet screen.
- The default PDF reader application on most devices will not recognize form-fillable fields.
- If the PDF has been saved as a flattened-file then you will not be able to enter information in the form-fillable fields.

The obligation to ensure that nomination documents are complete and received in accordance with the *Election Act* rests with the individual nominated.